

Administrative Investigations

Instructor(s): Investigation Bureau



The scope of the training is to provide key staff personnel with the ability necessary to assist Division Administrators in conducting administrative investigations involving misconduct and grievance issues, including complaints of inappropriate employee conduct, and employee policy and procedure violations. The training is intended to provide the student with the essential investigative knowledge and skills required to conduct quality administrative investigations and provide them with an understanding of the DOC investigative structure and guidelines which drive all such investigations in accordance with DOC and State policy and related Federal law and procedure.

The course will be limited to ten students who will be required to fully participate in all required assignments and exercises. The five-day course curriculum will include video instruction by Internal Investigations program developer and instructor Candace Kollas, JD, as well as instructional programming from DOC Investigations Bureau staff members Dale Tunnell and Richard Collins. There will also be ample opportunity for skills refinement through scenario training and regular debriefings to help gauge your developing skill levels.

Date: December 9 – 13, 2013 (Monday-Friday)
Time: 8:00 am - 5:00 pm
Location: MLEA-Administration Bldg-2nd Floor
2260 Sierra Road East
Helena MT

To register contact:
Geri Mason
(406) 846-1320 ext 2307
gmason@mt.gov

Cost: Free

DOC Staff are required to get approval from supervisor(s) and complete a training request form.

IF ADEQUATE NUMBERS ARE NOT REGISTERED THE CLASS WILL BE CANCELLED

The Department of Corrections will make reasonable accommodations for persons with disabilities who wish to participate in this training or need an alternative accessible format of this notice or related material. If you require accommodations, please contact Geri Mason, DOC Training Center, 442 Golf Course Rd, Deer Lodge, Montana, at 406-846-1320 ext 2307; fax # (406) 846-1484; or gmason@mt.gov